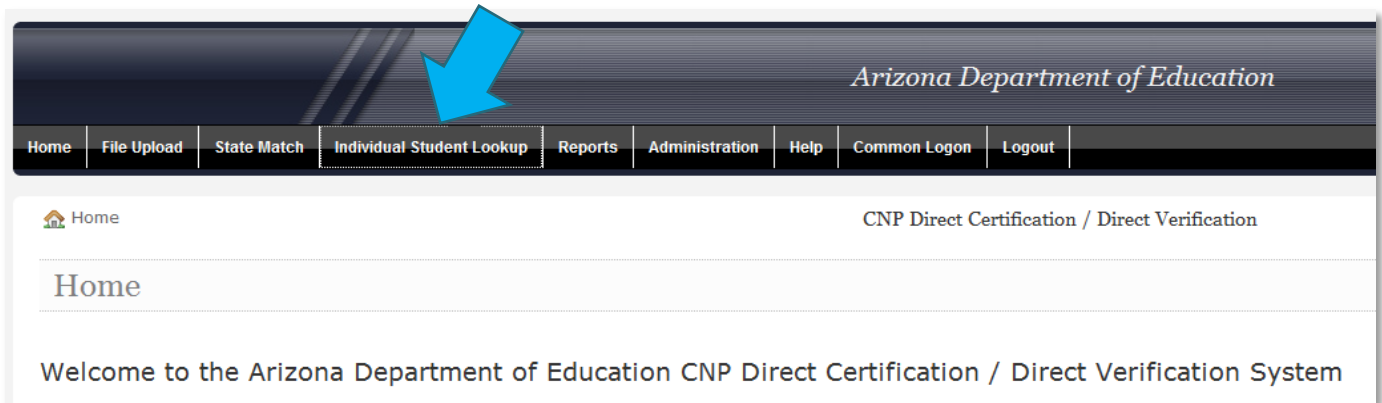# DIRECTLY VERIFYING INCOME AND FOSTER APPLICATIONS

PHASE 3: VERIFY

Begin by clicking on the Individual Student Lookup tab

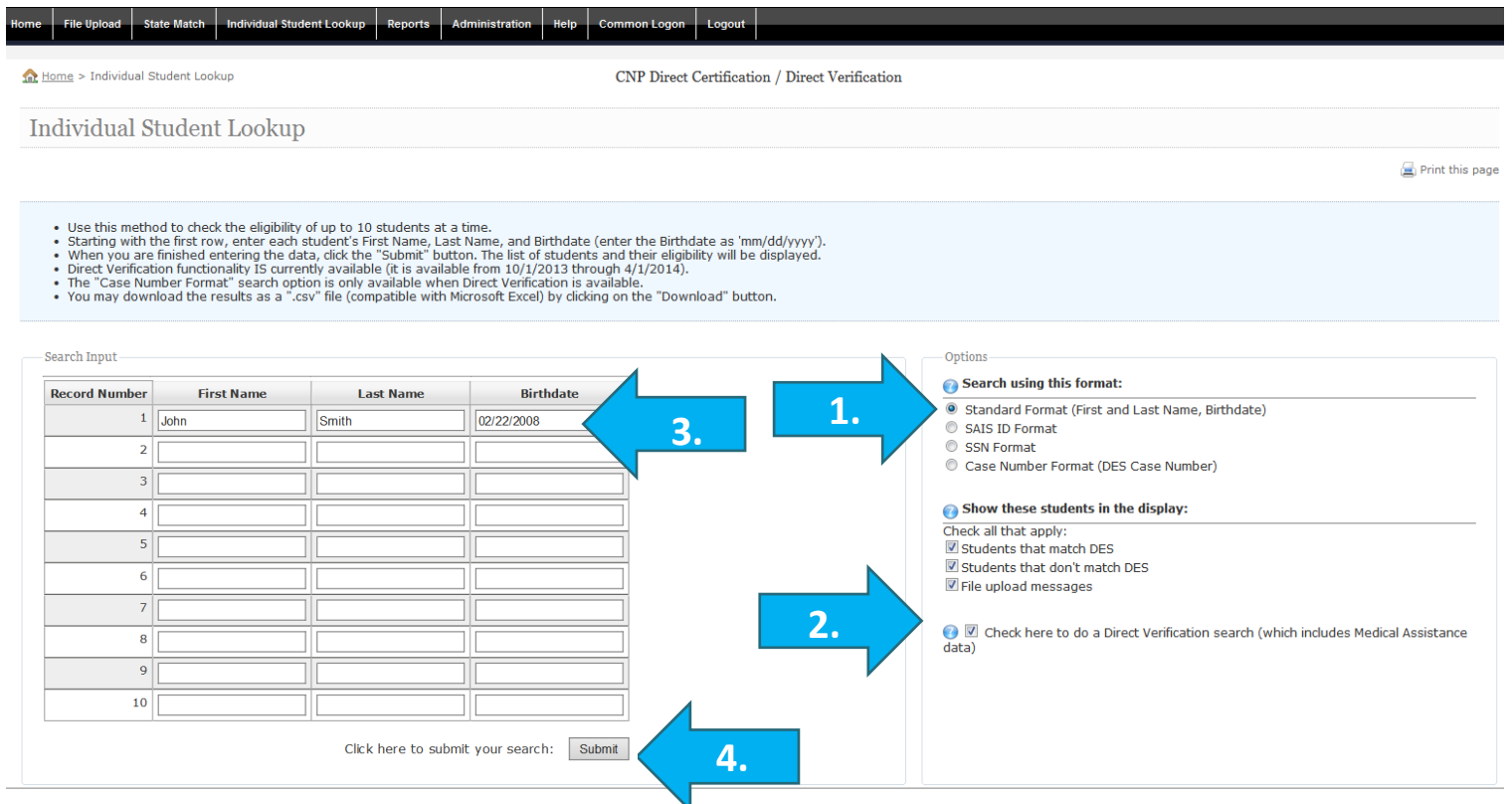1. Choose to search using the format: **Standard Format (First and Last Name, Birthdate)**
2. Choose to display students: "Students that match DES", "Students that don't match DES", and "Check to do a Direct Verification search".
3. Enter the student's first name, last name, and birthdate. *(You may enter up to 10 students at a time)*
4. Click Submit

Results

Processed as:	Standard						
Prepared by:	IntQA1_1 User1	Date Prepared:	9/22/2014 2:16 PM				
Direct Verification:	Yes	Displaying:	Matches , Non-Matches				
Records Processed:	1	Validation Errors Found:	0				
Matches Found:	1	Non-Matches Found:	0				
SNAP Matches:	1	MA Matches:	1				
TANF Matches:	0	Foster Matches:	0				

Click here to download your results:

Record Number ▲	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	Upload Message
1	Joe	Smith	12/01/2013	Match		Y						

Print Results page.

Understanding the Results

If the child has a match in the column DES Results column, identify what the category the child matched in.

Match:
- SNAP/TANF/FDPIR/MA: If any child resulted in a "Match" in the SNAP, TANF, FDPIR or MA column– Verification is considered complete and you do not contact the household. SFAs will report this application and all the students listed as Directly Verified.

- FOSTER/MIG: If any child resulted in a "Match" in either the Foster or Migrant column– Verification is considered complete for only the child who matched. If there are other children on the application, and the children did not match through Direct Verification, the SFA must then contact the household to verify those children.

If Verification results in higher benefits for example a child who is moved from the reduced price to free category, the change is effective immediately and must be implemented no later than three operating days from the date Verification was completed. Parents should be promptly notified through whatever channels the LEA uses to notify the household of approval for benefits.

No Match: If none of the enrolled children in the household match, Verification is NOT complete and the SFA must continue to verify the application. A "No Match" means the child in the household is not recognized by the Direct Verification system. At this time do not change benefits.
Best Practice: Continue to search by SAIS ID or by Social Security Number by using the same steps and choosing "SAIS ID Format" or SSN Format".